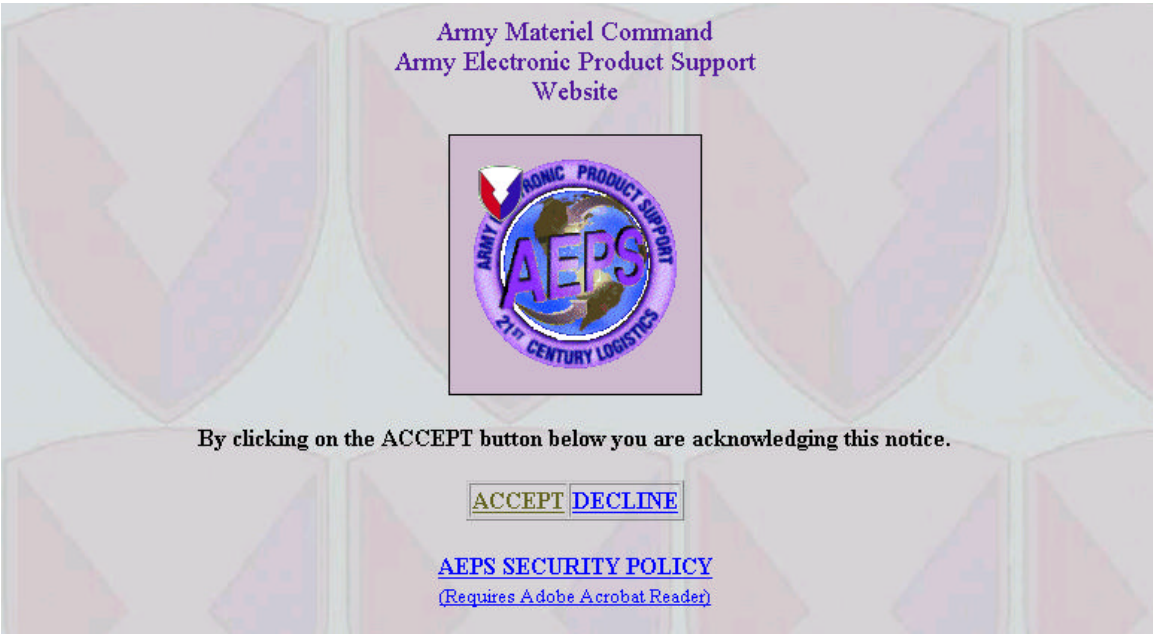
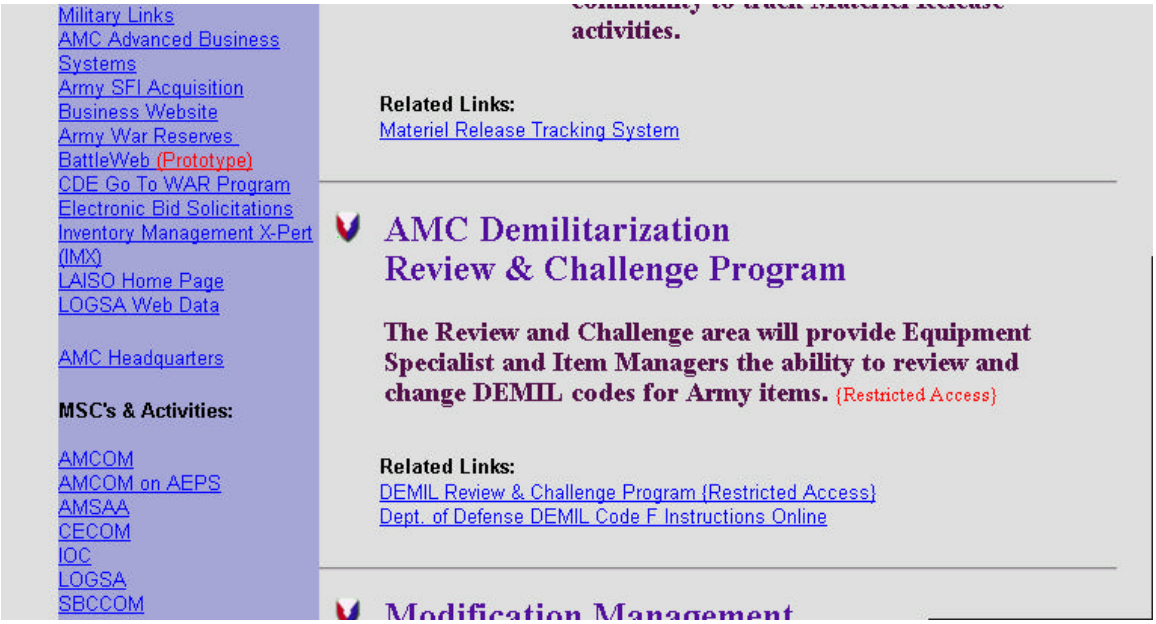
1. Using your web browser, log in to the AEPS website at http://aeps.ria.army.mil/. This will bring you to the screen below. Click the ACCEPT link.



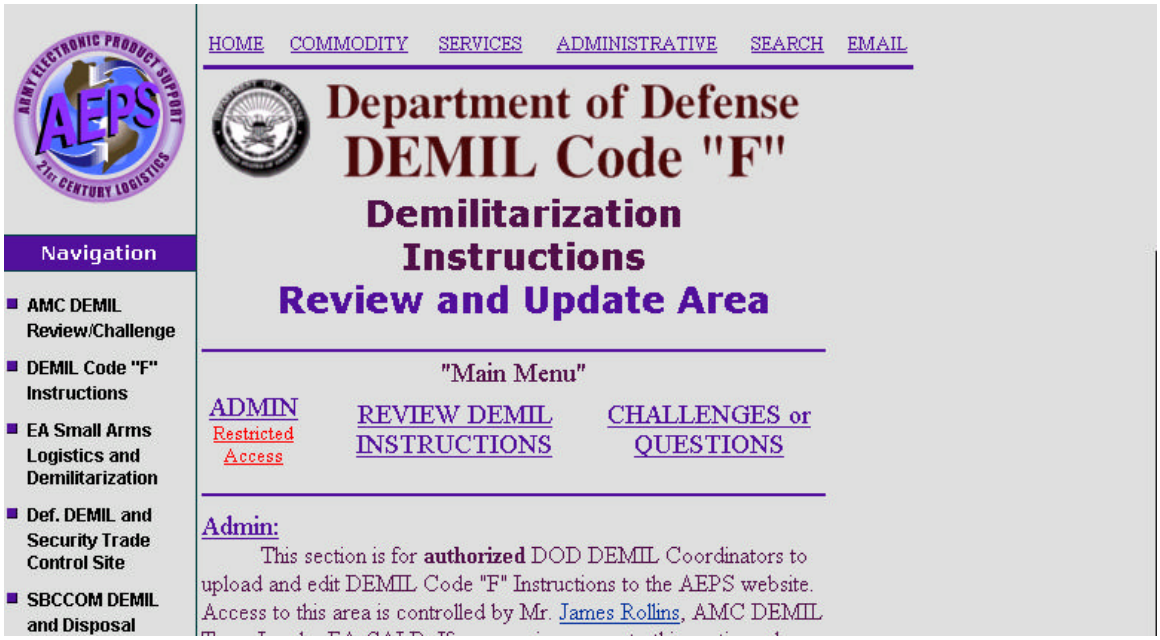
2. After clicking on the ACCEPT link, the following screen will appear. If you do not have a login and password to enter the AEPS website, click on "Access Request Form" and follow the instructions. An email will be sent to your supervisor verifying your need for AEPS access and your login will be forwarded to you via email. (This is usually done within 24 hours of supervisory approval). Once you have obtained a login and password you may access the AEPS website. To access the site, click on the "Enter AEPS" icon. You will be prompted to input your login and password.

3. After you input your login and password, you will be directed to the following screen.

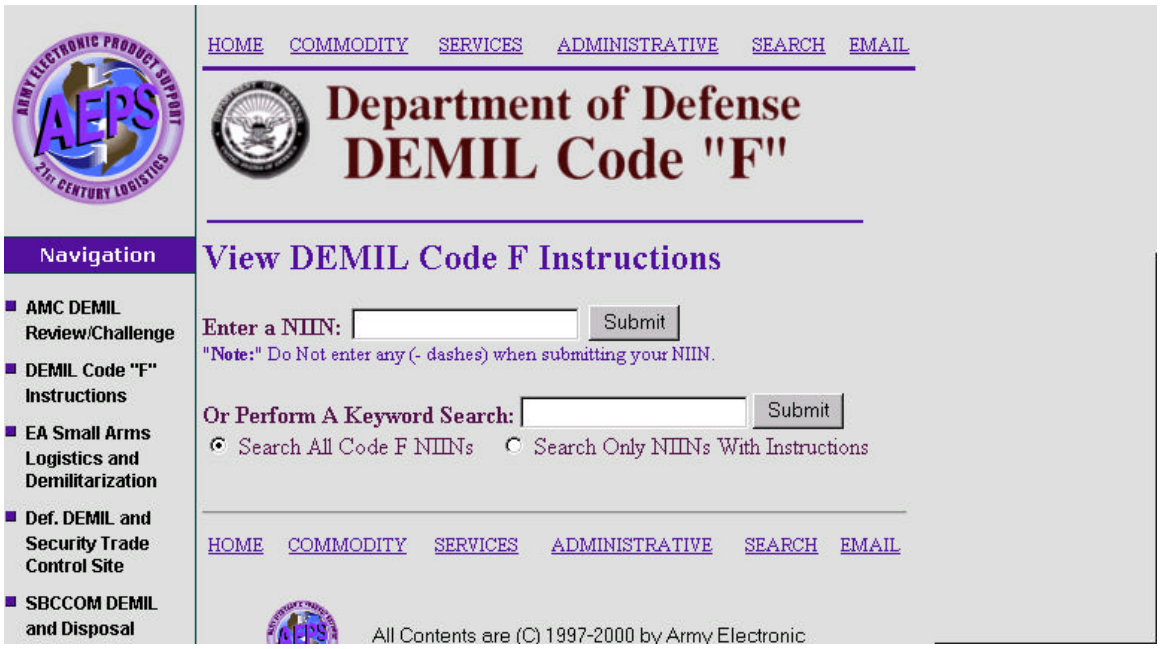
4. Scroll down until you see the heading "AMC Demilitarization Review and Challenge Program" as depicted on the following screen.



5. Click on the "Dept. of Defense DEMIL Code F Instructions Online" link. You will be taken to the Department of Defense DEMIL Code "F" Demilitarization Instructions Review and Update Area Screen. You can also reach this site directly. Save this link to your Favorites: http://aeps2.ria.army.mil/commodity/demil/codefmain.cfm. Click on the "Review DEMIL Instructions" link.

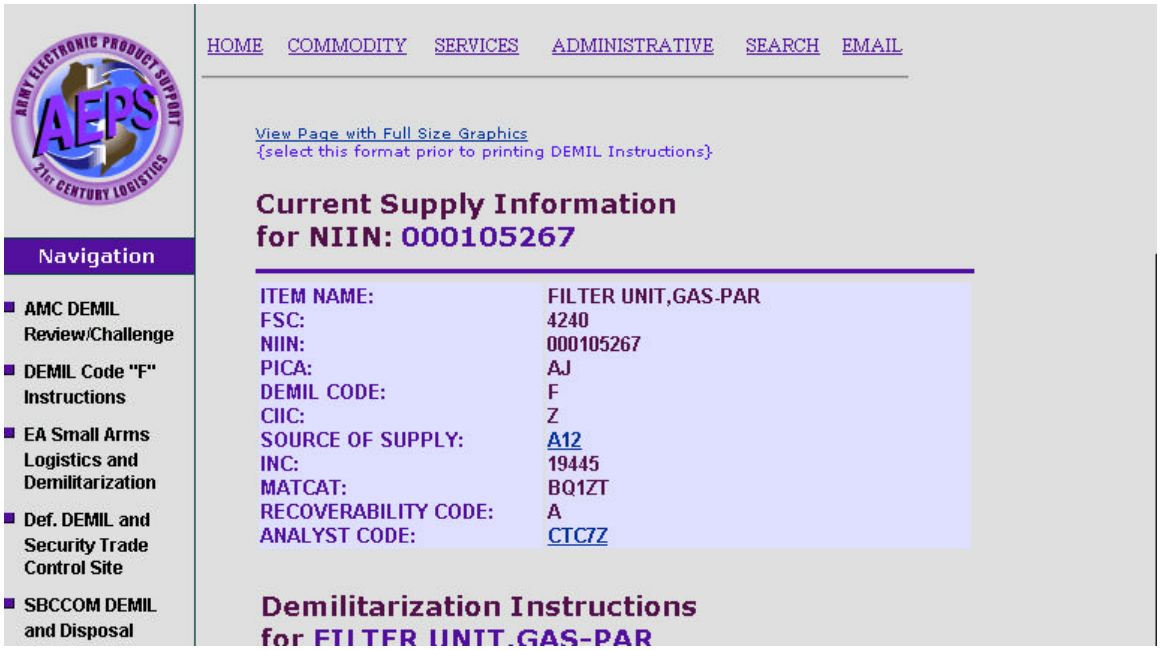


6. The following screen will be displayed. From this screen, you have two options for performing a search. You may enter a National Item Identification Number (NIIN), or you may perform a keyword search. You also have the option to search all DEMIL Code F items, or only NIINs with instructions in the database.

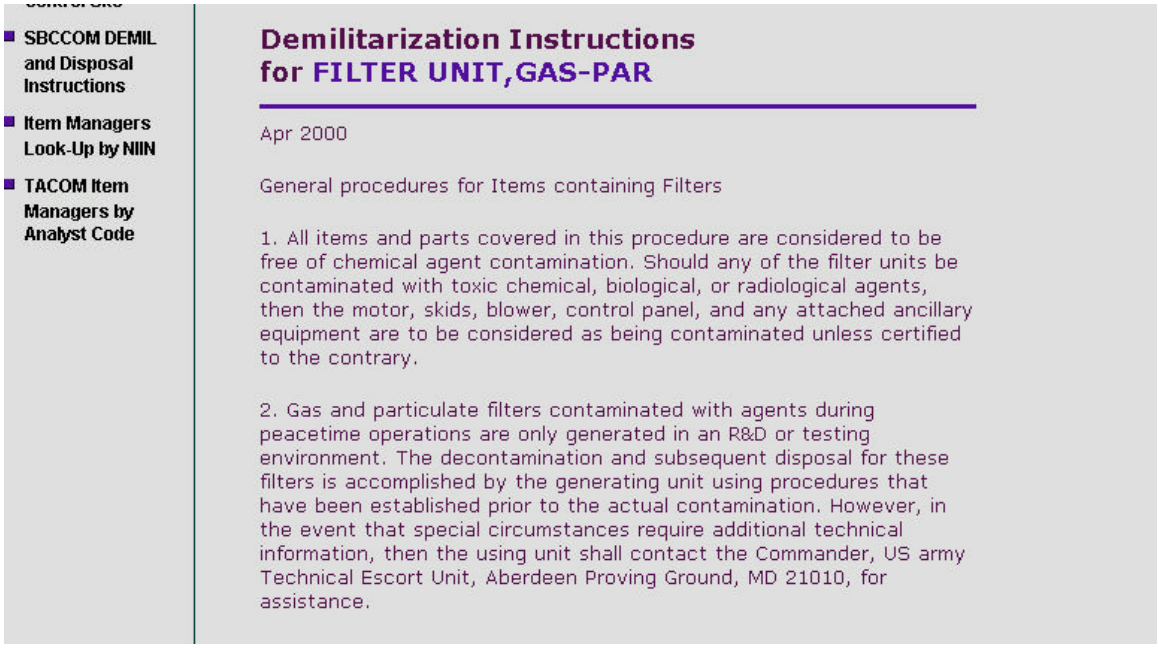


7. To perform a NIIN search, type in the NIIN for the item that you need instructions for and click on the “Submit” button.

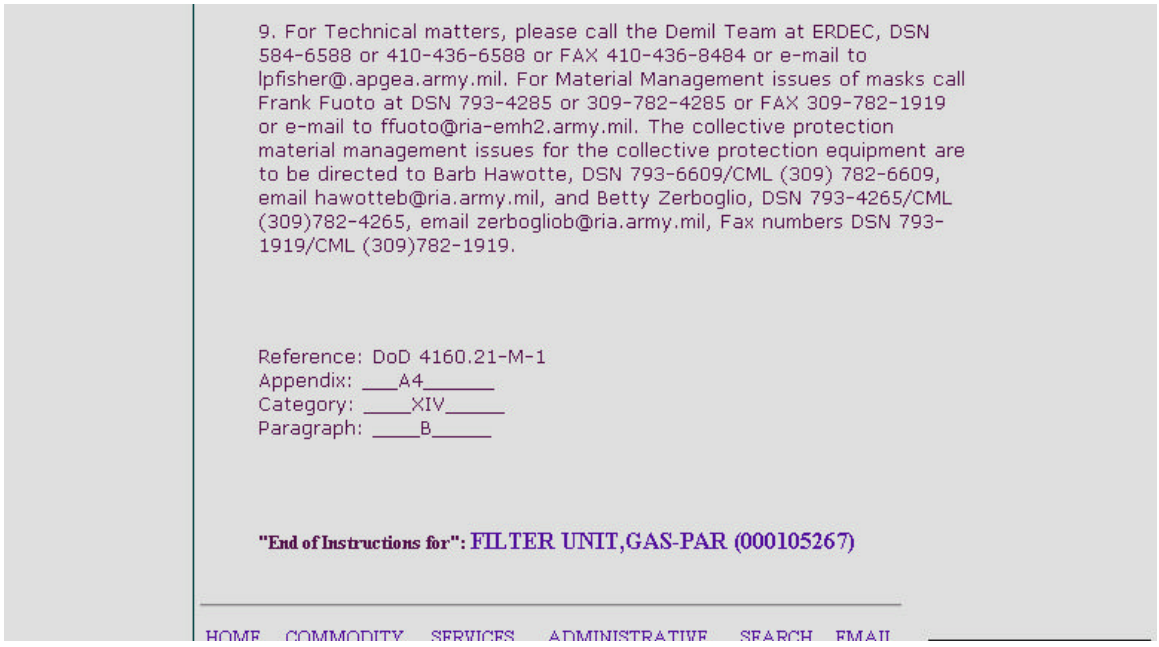
8. The database will return current Federal Logistics Information Service (FLIS) data for the item. This information will include the data elements displayed on the following screen. (Clicking on the Source of Supply code will provide you with the SOS location, clicking on the Analyst Code will provide you with the Item Manager information).



9. To obtain the instruction, scroll down your screen using the scroll bar on your web browser.

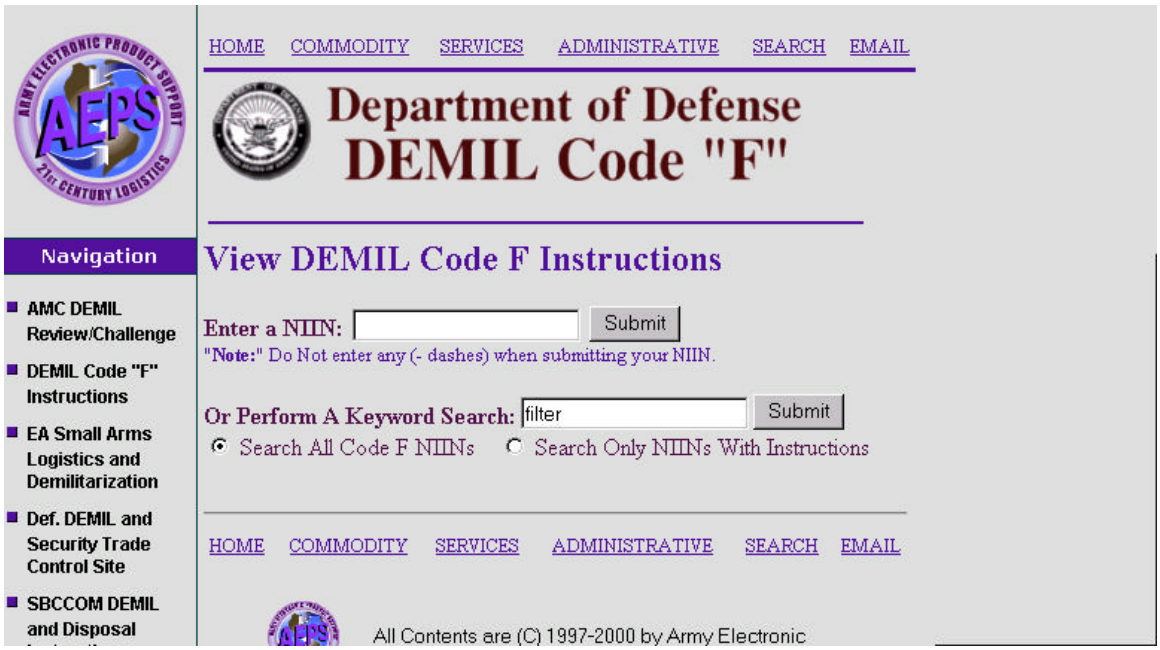


10. At the end of the instruction, the reference from the DoD 4160.21-M-1 will be displayed. Print the instruction using the print key on your web browser. If the item is to be turned in to the Defense Reutilization and Marketing Service, attach a copy of the instruction to the Disposal Turn-In Document (A5J).

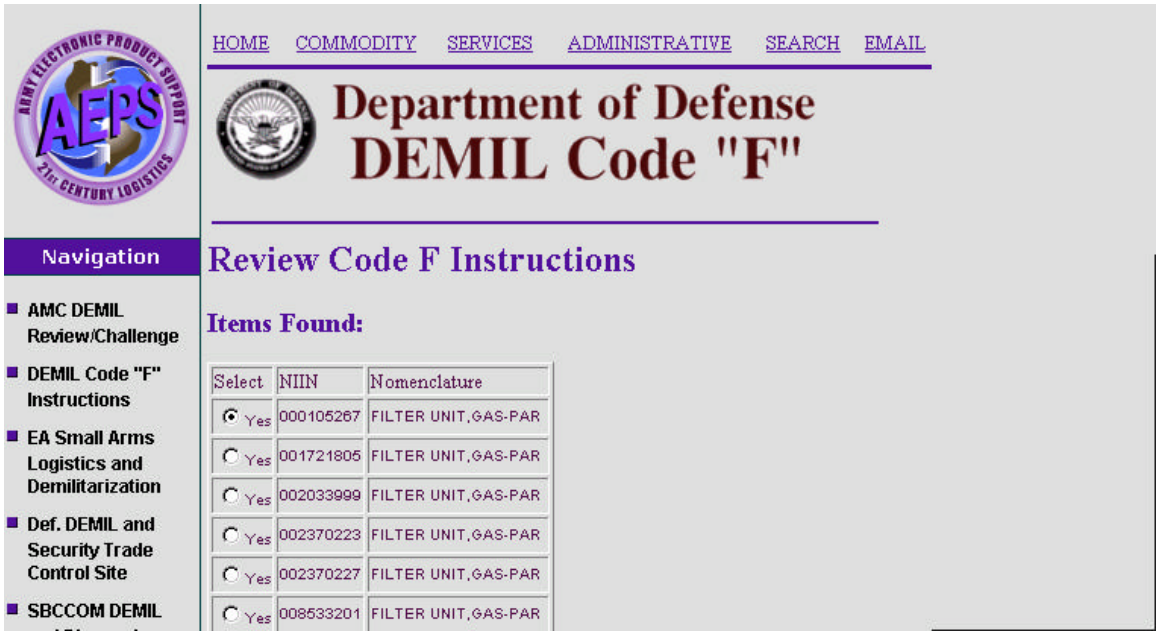


11. To search by keyword, access the “View DEMIL Code F Instructions” screen by following steps 1 – 6 above.

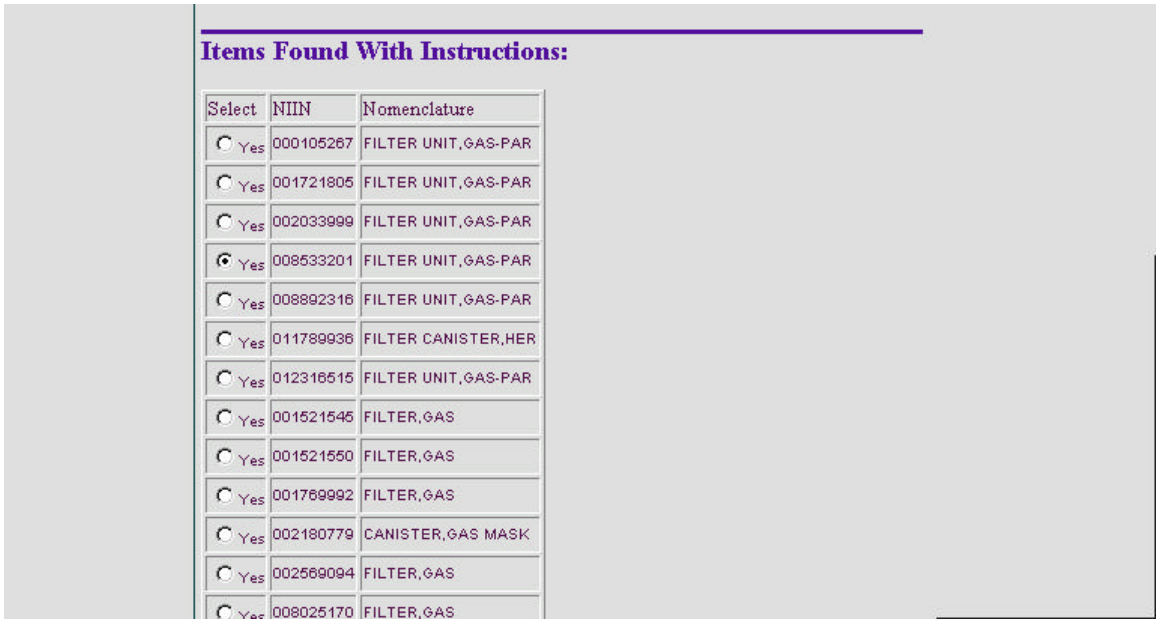
12. Type a keyword in the “Keyword Search” field and press the “Submit” button as shown below. Once again, you have the option of searching all DEMIL Code F NIINs in the database, or narrowing your search to just those NIINs with instructions resident in the database.



13. If you search all NIINs in the database, the first NIINs displayed will be those without DEMIL Code F instructions resident in the database. To view FLIS data for one of these items, click on the radio button in the Select field and press the Enter key on your keyboard, or scroll down and click on the submit button. Items in the database are displayed in NIIN sequence.

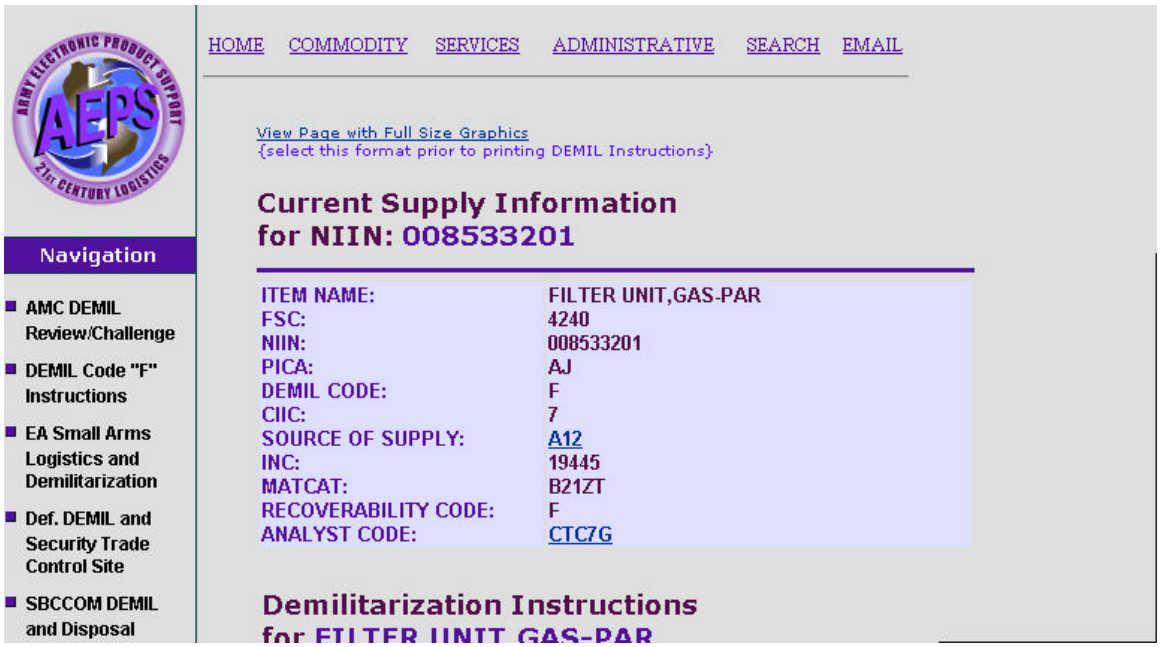


14. Second to display will be those items in the database with instructions. Scroll down to the appropriate NIIN, and click on the "Yes" button in the Select field.

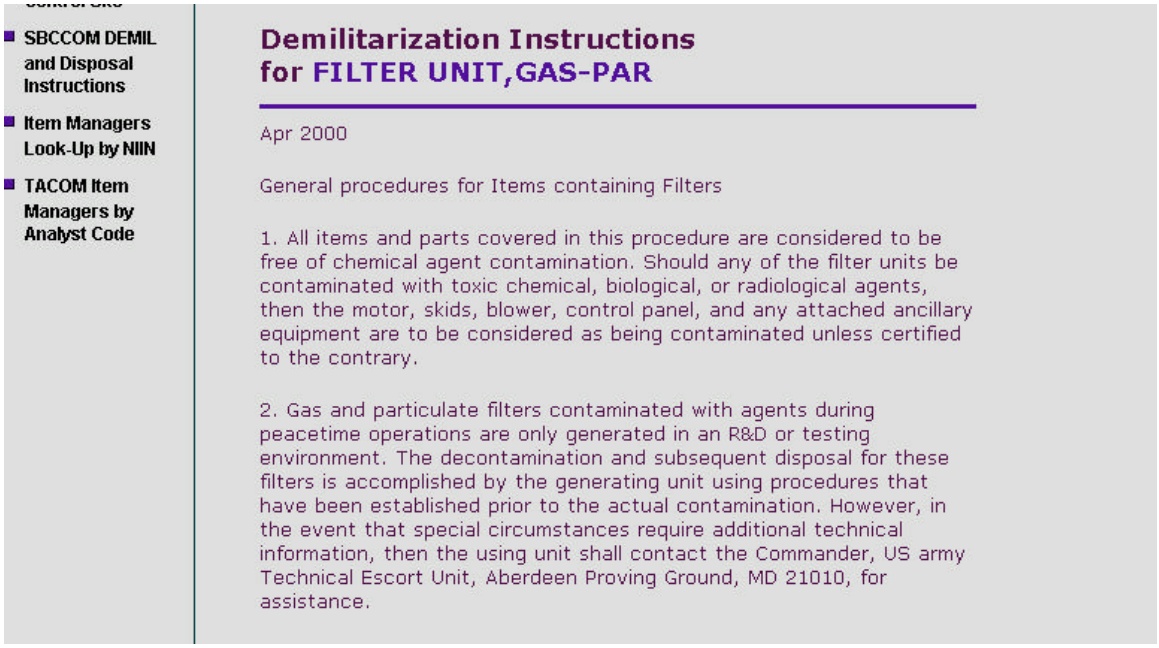
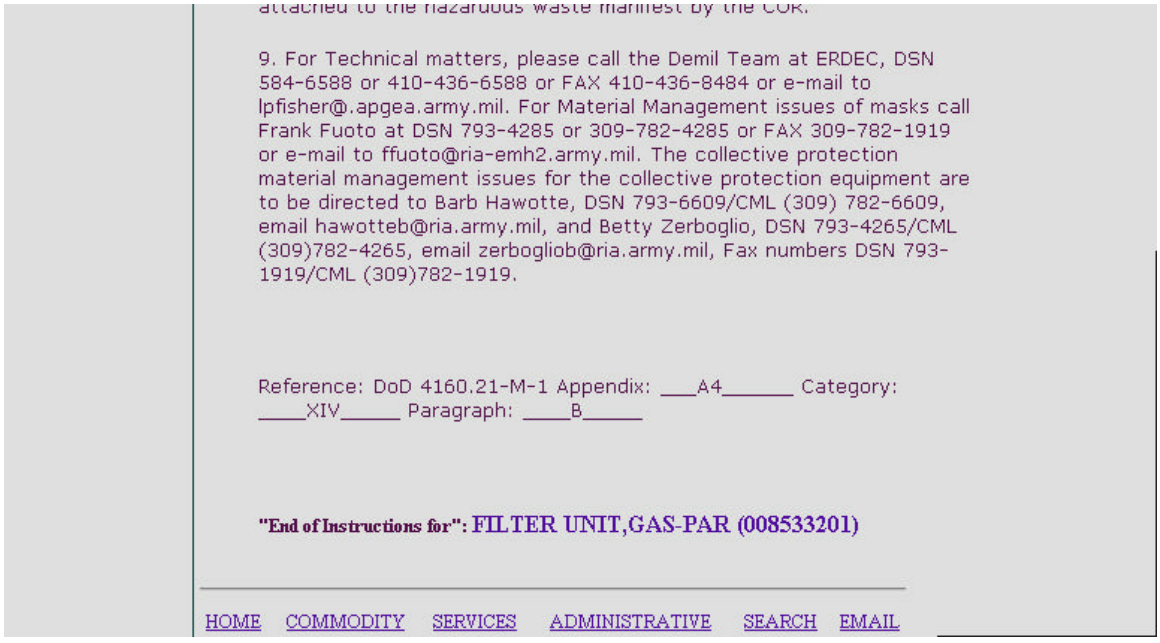


15. Either press the Enter key on your keyboard, or scroll down to the “Submit” button and press the button.

16. The database will return current Federal Logistics Information Service (FLIS) data for the item. This information will include the data elements displayed on the following screen.



17. To obtain the instruction, scroll down your screen using the scroll bar on your web browser.



18. At the end of the instruction, the reference from the DoD 4160.21-M-1 will be displayed. Print the instruction using the print key on your web browser. If the item is to be turned in to the Defense Reutilization and Marketing Service, attach a copy of the instruction to the Disposal Turn-In Document (A5J).